



NON-DEGREE SPECIAL GRADUATE STUDENT REGISTRATION INFORMATION & INSTRUCTIONS

INFORMATION

Non-Degree Special Students register on a space-available basis. Graduate programs typically limit to six (6) the number of credits that may be taken in non-degree status.

Non-Degree Special Students cannot receive financial aid or University-sponsored loans. (Exception: non-degree students studying for a teaching certificate may receive some aid.)

All persons interested in admission to formal degree study are urged to apply. Registration for courses as a non-degree student is not an application for degree admission. Academic success as a non-degree student does not ensure later acceptance to a degree program, but it can help.

Access to Non-Degree Special Student status may be refused to individuals denied admission as regular students, or to individuals who have been dismissed from the University. Typically, international students must be degree students.

The UMass Dartmouth Graduate Catalogue (www.umassd.edu/catalog) lists courses, degree programs and requirements, academic regulations and requirements, and many non-academic services and functions. Non-degree special students are subject to the same rules as degree students as regards attendance, grading, academic performance, academic honesty, course prerequisites, and so forth.

Non-Degree Special Students may use the services and functions of the University campus (Library, health and counseling services, Academic Resource Center, etc.). Like degree students, Non-Degree Special Students are subject to the health insurance requirement if enrolled in 9 or more credits (undergraduate) or 7 or more credits (graduate).

INSTRUCTIONS

Enrolling in a graduate class as a non-degree student requires permission of the instructor and/or the appropriate Graduate Program Director. The Office of Graduate Studies & Admissions (Room 011, Foster Administration Building; 508/999-8604; graduate@umassd.edu) may be able to help you contact the appropriate person. Often, the best plan may be to attend the first class to obtain the instructor's signature permitting enrollment in the class. If you are considering taking a sequence of graduate courses in a certain academic area, it is best to contact the Graduate Program Director. If you are considering taking a graduate class but are unsure and need general advice, please consult the Office of Graduate Studies & Admissions.

1. APPROVALS AND COURSE SELECTION – After receiving appropriate academic advising, complete and sign the attached forms. Your course selections must have any required approval signatures.
2. REGISTRATION – Submit the attached forms to the University Enrollment Center (first floor, Foster Administration Building). See contact information at top of attached forms. Your in-state or out-of-state status also will be recorded at this point.
3. PAYMENTS – Cost information is available at "<http://www.umassd.edu/pce/registration/tuition.cfm>". Payment is due at the time of course registration.
4. VETERANS – If you intend to claim benefits, you should report to the Veterans' Affairs Office c/o the University Registrar (Room 116, Foster Administration Building).
5. HEALTH SERVICES – Non-degree students are eligible to use UMass Dartmouth health services. To establish eligibility, you must have an immunization form and proof of a physical examination on file in the University Health Services Office. Forms are available at the University Health Services Office (Health Services Modular Building).



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UNIVERSITY ENROLLMENT CENTER

Registration form

Instructions: Please complete this form and return it with your payment to the University Enrollment Center, 285 Old Westport Rd., North Dartmouth, MA 02747-2300.

Registration for Fall Winter Spring Summer year (mm / dd / yyyy) _____ night day

Today's date _____ 8 digit student ID No _____

Name (first, last, MI) _____

Name used for previous registration if different from above _____

Local Address _____ City/Town _____

State _____ Zip _____ Local Phone _____ email _____

Home phone _____ SSN (new student only) _____

Employer _____ email _____

Your position / title _____ business phone _____

Emergency contact name _____ relationship to you _____ phone _____

Date of birth (mm / dd / yyyy) _____ female male non-veteran veteran (requesting benefits)

Country of citizenship _____ Are you a permanent resident? yes no

Educational background

High school (name) _____ or GED (date received) _____

College / university (name) _____ highest degree earned _____

I previously attended UMass Dartmouth (mm / dd / yyyy) _____ Fall Winter Spring Summer

I previously applied to UMass Dartmouth (mm / dd / yyyy) _____ I applied to PCE (mm / dd / yyyy) _____

Credit courses

Class #	Subject	Catalog #	Course title	Unit	Approval	Permission #

Non-credit courses

Class #	Subject	Catalog #	Course title	Unit	Approval	Permission #	Fee
							\$
							\$
							\$

I certify that I meet the requirements: Prerequisites / degree status for all courses selected yes no



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UNIVERSITY ENROLLMENT CENTER

Registration form

Race and Ethnicity for US citizens and permanent residents

Are you Hispanic or Latino? yes no

Regardless of your answer to the above question, please check off all that apply below:

- American Indian or Alaska Native (Including all Original Peoples of the Americas)
- All other Asian Descent
- Native Hawaiian or Other Pacific Islander (Original Peoples)
- Cape Verdean
- African American
- Portuguese
- Asian from Indian subcontinent
- Other Black (Including Africa and Caribbean)
- White (Including Middle Eastern)

Payment

Please check form of payment below:

- Cash (delivered in person only)
- Check (payable to UMD) attached
- Visa
- MasterCard
- Discover

Credit card # _____ Exp date _____

Authorized signature _____

Other form of payment (Check any that apply)

- Financial Aid
- TMS payment plan
- Employer payment (Letter from employer **MUST** be attached)

For official use only

Fees	registration	Course	Health ins.	Program	Campus Ctr	Library	Credit tuition	Non-credit tuition	Total due
	\$	\$	\$	\$	\$	\$	\$	\$	\$

Official comments

Waiver code	Total Amount paid
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Entered by _____ date _____

Massachusetts Residency for Tuition Purposes

These rules and regulations, approved by the University's Board of Trustees, are current as of publication. They apply to the classification of students at the University of Massachusetts as Massachusetts or non-Massachusetts students for tuition and fee purposes.

Part I. Definitions

1.1 "Academic period" shall mean a term or semester in an academic year or a summer session, as prescribed by the Board of Trustees or under their authority.

1.2 "Continuous attendance" shall mean enrollment at the University for the normal academic year in each calendar year, or the appropriate portion or portions of such academic year as prescribed by the Board of Trustees or under their authority.

1.3 "Emancipated person," for the purposes of residency classification for tuition, shall mean a person who has attained the age of 18 years *and* is financially independent of his or her parents, or if under 18 years of age (a) whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such person; or (b) a person who is legally married, or (c) a person who has no parent. If none of the aforesaid definitions apply, said person shall be deemed an "unemancipated person."

1.4 "Parent" shall mean

- a) the person's father and mother, jointly;
- b) if the person's father is deceased the person's mother; if the person's mother is deceased, the person's father;
- c) if a legal guardian has been appointed by a court having jurisdiction, the legal guardian;
- d) if neither the father nor mother is living and no legal guardian has been appointed, the person who then stands *in loco parentis* to the person;
- e) if the father and mother are divorced, separated or unmarried, the parent who has been awarded legal custody of the person; or if legal custody has not been awarded, the parent with whom the person lives. With respect to any adopted student, the word "adoptive" should be inserted before the words "father" and "mother" wherever used.

1.5 "Reside," "residency," or "resident" shall mean "domicile," i.e., a person's true, fixed and permanent home or place of habitation, where he or she intends to remain permanently.

Part II. Classification

2.1 For the purpose of assessing tuition and fees, each student shall be classified as a "Massachusetts resident" or a "non-Massachusetts resident." A person shall be classified as a Massachusetts resident if he or she (or the parent of an unemancipated student) shall have resided in the Commonwealth of Massachusetts for purposes other than attending an educational institution for twelve months immediately preceding the student's entry or reentry as a student.

Physical presence for this entire twelve-month period need not be required as long as the conduct of an individual, taken in total, manifests an intention to make Massachusetts his or her permanent dwelling place.

Part III. Determination of Residency

3.1 Proof of Residency

a) Each case will be decided on the basis of all facts

submitted with qualitative rather than quantitative emphasis. A number of factors is required for residency to determine the intention of the person to maintain permanent residence in Massachusetts. No single index is decisive. The burden of proof rests on the student seeking classification as a Massachusetts resident.

b) The following shall be primary indicia of residency:

- 1) For an unemancipated person, the residency of parents, having custody, within Massachusetts;
- 2) Certified copies of federal and state income tax returns;
- 3) Permanent employment in a position not normally filled by a student;
- 4) Reliance on Massachusetts sources for financial support;
- 5) Former residency in Massachusetts and maintenance of significant connections there while absent.

c) The following shall be secondary indicia of residence, to be considered of less weight than the indicia listed above in subsection b):

- 1) Continuous physical presence in Massachusetts during periods when not an enrolled student;
- 2) Military home of record;
- 3) All other material of whatever kind or source which may have a bearing on determining residency.

3.2 Proof of Emancipation. A student asserting that he or she is an emancipated person shall furnish evidence to support such assertion. Such evidence may include:

- a) Birth certificate or any other legal document that shows place and date of birth;
- b) Legal guardianship papers — court appointment and termination must be submitted;
- c) Statements of the person, his or her parent(s), guardian(s), or others certifying no financial support;
- d) Certified copies of federal and state income tax returns filed by the person and his or her parent(s);
- e) Where none of the foregoing can be provided an affidavit of the emancipated person in explanation thereof and stating fully the grounds supporting the claim of emancipation.

3.3 Presumptions, etc.

- a) Residency is not acquired by mere physical presence in Massachusetts while the person is enrolled in an institution of higher education. (See Section 2.1)
- b) A person having his or her residency elsewhere than in Massachusetts shall not be eligible for classification as a Massachusetts resident for tuition purposes except as herein provided.

- 1) Any person who is registered at the University as a Massachusetts resident shall be eligible for continued classification as a Massachusetts resident for tuition purposes (until attainment of the degree for which he or she is enrolled) during continuous attendance at the institution.
- 2) The spouse of any person who is classified or is eligible for classification as "Massachusetts resident" is likewise eligible for classification as a "Massachusetts resident." This provision will not apply in the case of a spouse in the United States on a non-immigrant visa.
- 3) A person who is an immigrant/permanent

resident of the United States (or has applied for such status) is eligible to be considered for Massachusetts residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Massachusetts as are required of a United States citizen. Non-citizens who are in (or who have applied for) refugee/ asylum status are likewise eligible to be considered for Massachusetts residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Massachusetts as are required of a United States citizen. All non-citizens must provide appropriate documentation to verify their status with the United States Immigration and Naturalization Service.

4) Those students whose higher educational pursuits are funded by the Department of Welfare, the Massachusetts Rehabilitation Department, or any of the other Commonwealth of Massachusetts public assistance programs.

c) A person does not gain or lose in-state status solely by reason of his or her presence in any state or country while a member of the Armed Forces of the United States.

d) For the purposes of this policy the following persons shall be presumed to be Massachusetts residents:

- 1) A member of the Armed Forces of the United States who is stationed in Massachusetts on active duty pursuant to military orders, his or her spouse and dependent students.
- 2) Full-time faculty, professional staff, and classified staff employees of the university of Massachusetts system and their spouses and dependent students.

Part IV. Appeals

4.1 Any student or applicant who is unwilling to accept the initial ruling relative to his or her residency classification, or who wishes to seek reclassification, may file a "Residency Reclassification Form."

4.2 Any student or applicant who is unwilling to accept the ruling relative to his or her residency reclassification may submit an appeal through the appeal process established by the campus at which that student or applicant seeks reclassification. The decision on appeal is final and may not be appealed further.

4.3 In any case where the Admissions Office is unable to make an initial determination based on the evidence submitted, the applicant may be required to submit a "Residency Reclassification Form" to the admission office for their review before being finally classified as a resident or a nonresident.

Part V. Penalties

Misrepresentation in or omission from any evidence submitted with respect to any fact, which if correctly or completely stated would be grounds to deny classification as a Massachusetts resident, shall be cause for exclusion or expulsion from or other disciplinary action by the University.